



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103



REPLY TO  
ATTENTION OF

09 AUG 2001

SAAL-PI

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of the Purchase Card by Non-Procurement Cardholders  
Placing Orders against Indefinite-Delivery Contracts and  
Blanket Purchase Agreements

The Director of Defense Procurement memorandum, subject: Use of the Government-Wide Commercial Purchase Card, dated December 4, 2000 (enclosed), strongly encouraged use of the government purchase card in placing orders for supplies and services covered by Indefinite-Delivery contracts and Federal Supply Schedules. In this manner, cardholders will place orders verbally or electronically using the purchase card as the method of payment.

During FY 00, the Army processed more than 123K delivery orders, each \$25K and below, against Indefinite-Delivery contracts. The use of these decentralized ordering techniques will generate expected savings and volume discounts that can result in prices at least as favorable as those obtained through the use of micro-purchases.

Therefore, I urge each of you to immediately implement, to the greatest extent possible, the use of the purchase card in the manner recommended by the Director of Defense Procurement for individuals authorized to purchase under Blanket Purchase Agreements and/or issue orders against Indefinite-Delivery contracts and Federal Supply Schedules. Specific provisions of acquisition regulations authorize non-procurement cardholders to act as ordering officials or representatives of contracting officers. These include Federal Acquisition Regulation (FAR) 13.303-3(a) for BPAs, FAR 16.505(a)(2) for orders against Indefinite-Delivery contracts, and Defense Federal Acquisition Regulation Supplement (DFARS) 213.301(2), in general, for orders that fit within the listed limitations.

Designations for these cardholders must be in writing and all limitations on the authority of the ordering officials will be stated in their letters of designation. Contracting organizations are required to provide training to cardholders and monitor transactions made under the authority



granted in accordance with existing acquisition regulations and service/agency procedures.

The point of contact for this action is Ms. Dorothy Hindman, (703) 681-3417, DSN. 761-3417, email: dorothy.hindman@saalt.army.mil



Edward G. Elgart  
Acting Deputy Assistant Secretary of the Army  
(Procurement)

Enclosure

**DISTRIBUTION:**

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Third United States Army/U.S. Army Forces Central Command, 1301  
Anderson Way S.W., Fort McPherson, GA 30330-1064  
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